

CITY OF TUPELO

Job Description PUBLIC WORKS DIRECTOR

EXEMPT (Y/N): Yes

LOCATION: Public Works

DEPARTMENT: Public Works

SALARY LEVEL:

SHIFT: 8 Hours

SUPERVISOR: Chief Operations Officer

SUMMARY

Provide the City of Tupelo Public Works Department with proper management control, team structure, departmental policies, strategies, work directives, planning, scheduling, business management, project management, and engineering. Serve as the Division Director over the Public Works Department and the Major Thoroughfare program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ☐ Establish the division of teams and organize the departmental structure.
- ☐ Implement policies as directed by the Mayor and City Council.
- ☐ Initiate work strategies for proposed projects.
- ☐ Oversee budget and activity plans for the Public Works Department and the Major Thoroughfare Program.
- ☐ Oversee and monitor staffing and work assignments.
- ☐ Oversee and monitor project feasibility, methods and cost control.
- ☐ Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- ☐ Provide supervision to all employees of the Public Works Department.
- ☐ Provide supervision for the direction, coordination, and evaluation of the entire department.
- ☐ Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning,

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assigning, and directing work; evaluating employee job performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- ☐ Bachelor's Degree and/or equivalent work experience in Public Administration, Engineering or a related field.
- ☐ Five or more years of progressively responsible experience in a management position.

LANGUAGE SKILLS

- ☐ Ability to read, analyze and interpret financial reports and legal documents.
- ☐ Ability to respond to common inquiries or complaints from citizens, regulatory agencies or members of the business community.
- ☐ Ability to write speeches and articles for publication that conform to prescribed style and format.
- ☐ Ability to effectively present information to the Mayor and City Council and to public groups.
- ☐ Ability to plan, organize, and supervise the work of subordinates and to instruct personnel in proper work methods.

REASONING ABILITY

- ☐ Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- ☐ Ability to implement and understand work hazards and applicable safety measures.
- ☐ Ability to deal with nonverbal symbols.

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- ☐ Ability to deal with abstract and concrete concepts.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- ☐ Maintain a valid vehicle operator's license.
- ☐ Applicant must have a valid social security number.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation, which does not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls.
- ☐ The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- ☐ This job requires occasional lifting/and or moving up to 20 pounds or more.
- ☐ Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job, the employee regularly works in an inside office environment. The employee will be required to be outdoors when commuting between City Departments and job sites.
- ☐ While performing the duties of this job, the employee regularly works near moving mechanical parts, fumes or airborne particles and vibrations from equipment. The employee may be required to work in all weather conditions and all elements anytime day or night.

- ☐ The noise level in the work environment is usually moderate.

IMPORTANT – The position description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by the chief financial officer and/or the office of the mayor.

The city reserves the right to revise or change job duties as need arises. This position description does not constitute a written or implied contract of employment and creates no contractual obligations on the city.